

**OFFICE OF JUVENILE JUSTICE PERSONNEL
NOTICE OF INVALID DRIVER'S LICENSE ("No Insurance" Flag)**

All OJJ employees must have a valid driver's license in order to be considered an authorized driver who can drive a state vehicle on state business. All OJJ employees may be required to drive a state vehicle at any time and must therefore be authorized drivers. YS Policy A.2.48 (Driver Safety Program) sets out the requirements that must be met in order to be an authorized driver of a state vehicle.

All authorized drivers are required to maintain a valid driver's license for the class of vehicle they are operating. Any change in the status of his/her license (i.e. suspension, revocation or expiration of driver's license) shall be reported to his/her supervisor and safety officer immediately.

Drivers that have a "No insurance (NI)" flag on their Official Driving Record shall be placed on the **unauthorized** list. The safety officer shall advise the employee in writing that he/she has been placed on the unauthorized list, and he must submit documentation to the safety officer within 30 days verifying that the NI flag has been cleared. If the employee fails to clear the NI flag within 30 days of notification, he may be subject to disciplinary action. The Unit Head's decision must be documented by processing the disciplinary action or by providing the safety officer with documentation that states that the employee will remain on the unauthorized list. Unauthorized list documentation must be maintained in the employee's driving record file.

Your name has been placed on the **unauthorized drivers** list because you have a No Insurance flag on your Driver's License. You must clear this flag within 30 days of the day you sign for this notice, or you may be written up for failure to follow a direct order.

I have received this notice on the _____ day of _____, 201____. I understand that I must clear this flag from my license within 30 days of this date. If the flag is still on my license after thirty days from this date, I may be written up for failure to obey a direct order.

Employee's Signature